

Promotion and Tenure - Candidate's Narrative Statement

Statement Preparation

The Candidate's Narrative Statement will be prepared in Activity Insight (AI). The statement is part of the University Dossier report in AI and should focus on clarifying and highlighting the primary area(s) of concentration and contribution by the candidate to aid the College and University Committees in their review of the dossier.

Focus of Statement

The narrative statement should be written in first person and at a level that is accessible to an evaluator who is a non-expert in the faculty member's field and who may not have a technical background. The narrative statement is an opportunity for faculty members to explain what they want evaluators to know about their goals, activities and accomplishments that may not be reflected in the dossier. The statement should explain the faculty member's career goals; what impacts they want to have in teaching, research, and service; how they plan to achieve these impacts; progress and successes to date and next steps; and metrics the faculty member uses to self-assess their impact. The statement should address the "why" not just the "what." For example, why is a faculty member pursuing a particular line of research and what will be the benefit to people and society? An effective narrative statement typically addresses the faculty member's approach to teaching and student advising. What have they learned through their experiences that has made them a better teacher? How does the faculty member foster diversity, equity and inclusion and, more generally, the Penn State values?

Guidelines for Statement Preparation

The format of the Narrative Statement should:

- Be a **brief statement** explaining areas of emphasis and major contributions
- Be written in the **first person** and for those **outside** the discipline
- **May not exceed 1600 words in length* (see note at bottom of this document)**

Please refer to the link below for guidance:

<https://www.vpfa.psu.edu/promotion-and-tenure/>

*Per recent guidance from the Office of the Vice Provost for Faculty Affairs, found at: <https://www.vpfa.psu.edu/files/2021/05/GUIDANCE-ON-PROMOTION-AND-TENURE-NARRATIVES-UPDATED-FINAL-4.12.21.pdf>

While we encourage candidates to be as succinct as possible, candidate may include narrative statements of up to 2,000 words; this word length will be reduced to 1600 words when there are no candidates pursuing tenure who were in their probationary period in calendar year 2020/21.

Please see the link above for full guidance from the Office of the Vice Provost for Faculty Affairs for Narrative statements.